

APPENDIX G - MMS DATA ELEMENTS

The data standards have been included in the MMS database (for refuges <http://refuges.rmis.fws.gov/>). This reporting format is used to document maintenance deficiencies and projects for all buildings, facilities and equipment, and to estimate costs for correcting deficiencies at Service field stations. The following items should be completed for each deficiency/project identified so as to provide for Service analysis capability in the national database.

The database standard is as follows:

1. Organization Code(Orgcode): Five-digit FWS station I.D. #
 - a. Station Name: Official station name that will automatically appear based on the “organization code” lookup from Refuge Profile (Rprofile) data base.
 - b. State(s): State(s) in which field station office is located that will automatically appear based on the “organization code” lookup from Refuge Profile (Rprofile) data base.
 - c. Congressional district(s): Congressional district(s) in which field station office is located that will automatically appear based on the “organization code” lookup from Refuge Profile (Rprofile) data base.
2. Project Number: A five digit number. The 1st and 2nd digits represent the fiscal year in which the deficiency/project was first reported. The 3rd, 4th and 5th digits are for consecutive serialization beginning with “001.”
 - a. Project Number Subelement: One character. If a project is divided into phases or subelements enter “A”, “B”, “C”, etc. to identify the phase or subelement.
3. RONs Links: If a Construction Appropriation project in MMS is linked to an operational project(s) in Refuge Operating Needs System (RONs) database, then include the RONs project number(s).
4. Property Description: Concise description identifying specific facility, structure, or equipment item being repaired, replaced or removed. (e.g., enter “Raceway #5,” “1997 Ford pickup,” “Office entrance road,” “Residence #2,” etc.).
5. Property Number: Real or Personal property number (e.g. 128) of item being repaired, replaced or removed.

6. Code Property Type: Maintenance code for the type of facility/equipment being inspected, as specified in the MMS Handbook, Appendix D.
7. Fix Type (based on property type): MMS projects should be Repair/Rehabilitation, Replace Existing, or Remove an existing structure, equipment, or facilities. New Construction projects may also be entered. For example, to replace a roof is to **Repair/Rehabilitate** the building; to remove silt from a canal, debris from a trail, or asbestos from a building is to **Repair/Rehabilitate** that facility. **Replace Existing** is for replacement of the *entire* building, equipment or facility.
8. Project Title: Short, descriptive title whereby one can recognize the project without much detail. Examples: Repair damaged boat ramp at headquarters site; Rehabilitate deficient refuge water system; Replace leaking visitor center roof; Replace worn-out backhoe; etc.
9. Project Description: First sentence/phrase: Action needed (i.e, "Repair", "Rehabilitate", "Replace", "Construct") followed by condition (i.e, "broken", "inoperable", "worn") followed by deficient item/project (i.e, "tractor", "office"). Second sentence/phrase: What the item is used for and/or why it's important (i.e, used by refuge office to patrol refuge). Be concise but descriptive and fully justify the need for the project. Where possible include, what is broken, where it's located, why it needs fixing, how you intend to fix it or rehabilitate it, how much, how many, dimensions, components, building age, vehicle age and miles- does it clearly support DOI score? What's wrong and if safety is a factor, specifically describe why is it unsafe. Include descriptions of inspections or reviews by outside entities. Tell us what resource your project will affect in a positive way(i.e, facilitate moist soil management). Tell us how your project may affect visitors. Be positive! Don't use technical terms, inside jargon or abbreviations. (i.e, WCS or CMP riser, say water control structure). Provide a professional looking description that is ready for reading and understanding by your Congressman. Be informative and provide a compelling justification for the project. Do not use general term "cyclical maintenance." Descriptions should be at least 200 words but usually not over 800 words.
10. Measures for Item(s) for Being Replaced: Provide values for the measures shown for the item(s) being replaced such as square footage of buildings, linear miles of roads etc. This should be mentioned in the project description as well.
11. Emphasis: Estimated percentages that most appropriately summarize the problems and risks posed if this project is not funded. The total must equal 100% and the total for capital improvement cannot exceed 10%. The emphasis categories are: Health or Safety Deferred Maintenance; Health or Safety Capital Improvement; Resource Protection Deferred Maintenance; Resource Protection Capital Improvement; Critical Mission Deferred Maintenance; Compliance & Other Deferred Maintenance; and Other Capital Improvement.

12. Outcomes: Every activity should help attain one or more outcomes that the Service is trying to achieve. Provide percentage of ten outcomes the proposed activity will help achieve:
Endangered & Threatened Species (SE); Waterfowl (WF); Other Migratory Birds (OMB); Healthy Ecosystems (HEC); Interjurisdictional & Anadromous Fish (IAF); Special Designation Areas (SDA); Resident Wildlife (RW); Fish/Aquatic Resources (FAR); Public Education (PED); and Public Recreation (PRC). Total must equal 100%!
13. Estimated Cost for this Record: Sum of estimated labor, material, engineering design (as required), contracting, and construction management costs to complete project. Exclude salary costs for permanent refuge staff. However, salary for temporary or seasonal employees hired specifically to do the work identified are allowed.
14. Engineering Cost Included in Total Cost Estimate: Identify the portion of the total project cost estimate that will be required to cover Engineering needs. Typically, historical averages about 17.5%, but may be more or less depending on such things as project size and complexity.
15. Cost Estimate Date (Fiscal YYYY): The fiscal year in which the cost estimate was derived.
16. Cost Estimate Method: The method used to arrive at the cost estimate such as: Vendor/List Price; Contractor Quote; Engineering Estimate; Cost Estimating Guide; and Historical/Manager Estimate.
17. Funding Source: Resource Management (one-year funding) or Construction (multi-year funding source). "Construction Projects" are funded from the Construction Appropriation. They meet the following definition for construction:
 - normally requires extensive engineering planning and design;
 - must not increase size of buildings by more than 10 percent;
 - obligation of project funds for planning, design and construction cannot generally be accomplished within a single fiscal year; and
 - total scope of project generally exceeds \$500,000 in costs.
18. Other possible fund sources: Project may be funded from a source other than MMS or Construction accounts, such as TEA 21 (Refuge Roads), TEA 21 State Discretionary, Fire, Quarters, Recreation Fees, Contaminants, Emergency Supplementals, and Other.
19. Primary Repair Category: Primary repair category that fits this project (if any are applicable) - Energy, ADA, Seismic, OSHA, Bldg Code, and Environmental Compliance.

20. Project Notes: Additional information explaining the project, the cost estimate, why the project meets MMS criteria if it's not obvious, or other project notes.
21. Regional Office Support Needed? Indicate if Engineering and/or Contracting support are needed.
22. Station Rank(STARANK): A 3-digit number assigned by the field station beginning with "001."
23. Fiscal Year Completed (FYCOMP): Last two digits of fiscal year in which project is completed. (Do not include an entry for partially completed projects).
24. Fiscal Year Obligations (FYOBLIG): Enter funds expended or obligated during the previous FY for "partially-completed" projects or "completed" projects.
25. Cumulative Obligations (CUMOBLIG): Use obligated funds from "Fiscal Year Obligations" plus expenditures or obligations from previous fiscal years.